

City of Cincinnati



Department of Finance
Purchasing Division

Two Centennial Plaza
805 Central Avenue, Suite 234
Cincinnati, Ohio 45202-1947

William E. Moller
Director of Finance

Bernadine R. Franklin
Finance Manager
City Purchasing Agent

Dear Applicant to the City's Bid List:

The City of Cincinnati is using the National Institute of Governmental Purchasing (NIGP) system of coding to establish a centralized vendor file. This file will be used actively by the various City departments seeking qualified and competitive vendors interested in providing a variety of services and supplies to the City.

Enclosed is a Vendor Registration application that includes a Form W-9. If you are interested in doing business with the City, please complete the enclosed forms. Return pages 2 through 11 of the application, along with the Form W-9, to the Purchasing Division at the above address. Forms 59 and W-9 must be signed and dated. Additional information will be requested from your company based on the class descriptions you circle.

Please note that unless all forms [Form 59, NIGP Class Item Report, Construction Commodity Class (if applicable) and W-9] are received by the Purchasing Division, you *will not* be registered in our vendor file. Purchase Orders cannot be issued to a vendor who is *not* registered.

We appreciate your interest in doing business with the City of Cincinnati and look forward to working with you.

For assistance in completing this application, call the Purchasing Division at (513)352-3209.

Sincerely,

Bernadine R. Franklin
Finance Manager
City Purchasing Agent

Enclosures

City of Cincinnati
Division of Purchasing
Vendor Registration Application
Please Print or Type

Application will not be processed without Federal Tax I.D. Number

FEDERAL TAX I.D. # _____

Phone Number _____
Area Code Number

Fax Number _____
Area Code Number

1. Where Should Check Be Sent?

Company Name _____

Division _____

Street Address or P.O. Box _____

City _____ State _____ Zip Code _____ COUNTY: _____

Contact Name: _____ Title: _____

2. What is your Solicitation/Contract Mailing Address?

Company Name _____

Division _____

Street Address or P.O. Box _____

City _____ State _____ Zip Code _____ COUNTY: _____

Contact Name: _____ Title: _____

3. What is your Fixed Office Address? (Use Cincinnati address, if you have a fixed office in this area.)

Company Name _____

Division _____

Street Address _____

City _____ State _____ Zip Code _____ COUNTY: _____

Contact Name: _____ Title: _____

*Small Business Enterprise (SBE) _____ yes _____ no

Are you currently Certified in the City's SBE Program _____ yes _____ no

* Information regarding the City of Cincinnati Small Business Enterprise Program certification requirements as a SBE is provided by the Office of Contract Compliance at (513) 352-3144.

For City Use Only
Commodity Code (add/delete only) _____

City of Cincinnati
Vendor Registration Application (NIGP)

TYPE OF ORGANIZATION (Please check one only):

Individual	_____	Medical Corporation	_____
Joint Venture	_____	Corporate, for Profit	_____
Partnership	_____	Non-Profit Organization	_____
Governmental	_____	(Other) (Identify)	_____

_____	_____	_____
Applicant Signature	Title	Date

Based on the Commodity Class Descriptions listed on the following pages, please circle the Class Description(s) of services and supplies you are willing to provide to the City of Cincinnati.

NOTE:

Vendors wishing to register for construction should circle Class Descriptions 099. Said code is for construction *services* only. You must complete the construction commodity class sheet.

For construction *supplies*, circle the appropriate supply Class Description(s). *Example:* 031, Air Conditioning, heating and ventilating equipment parts and accessories.

Ineligible Person(s)

Per City of Cincinnati Ordinance No. 366-1996, any person or affiliate who is on the City of Cincinnati's Financial Obligation Ineligibility List due to being delinquent in the payment of any financial obligation to the City and/or any of its Departments, Boards or Commissions, shall not be eligible for any City award.

The applicant or affiliate hereby certifies that the applicant or affiliate is not delinquent in the payment of any financial obligation to the City and/or any of its Departments, Boards or Commissions.

By _____ Title _____
Signature of person authorized to sign

Type or print name signed above Name of Company, Corporation, Etc.

ATTENTION:

If you cannot locate your Class Description(s) on the following pages, please give a description on page 10 and mail along with application.

RETURN PAGES 2 THROUGH 11 ALONG WITH FORM W-9 TO:

City of Cincinnati
Department of Finance - Purchasing Division
805 Central Avenue, Suite 234
Cincinnati, Ohio 45202-1947

NIGP Class Item Report

Class	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS AND ACCESSORIES
022	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS AND SUPPLIES
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.
040	ANIMALS, BIRDS AND MARINE LIFE INCLUDING ACCESSORY ITEMS (LIVE)
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
050	ART EQUIPMENT AND SUPPLIES
052	ART OBJECTS
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
065	AUTOMOTIVE BODIES, ACCESSORIES AND PARTS
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT
075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
085	BAGS, BAGGING, TIES AND EROSION CONTROL EQUIPMENT
099	CONSTRUCTION SERVICES (<i>see construction commodity class sheet attached</i>)
100	BARRELS, DRUMS, KEGS AND CONTAINERS
105	BEARINGS (EXCEPT WHEEL BEARINGS AND SEALS - SEE CLASS 060)
110	BELTS AND BELTING: CONVEYOR, ELEVATOR, POWER TRANSMISSION AND V-BELTS
115	BIOCHEMICALS, RESEARCH
120	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
125	BOOKBINDING SUPPLIES
135	BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS AND STONE PRODUCTS
145	BRUSHES (NOT OTHERWISE CLASSIFIED)
150	BUILDERS' SUPPLIES
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
165	CAFETERIA AND KITCHEN EQUIPMENT: COMMERCIAL
175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
180	CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
190	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS AND STRIPPERS - PREPACKAGED
193	CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)

NIGP Class Item Report

Class	Description
195	CLOCKS, TIMERS, WATCHES AND JEWELERS' AND WATCHMAKERS' TOOLS AND EQUIPMENT
200	CLOTHING, APPAREL, UNIFORMS AND ACCESSORIES
204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAINFRAME COMPUTERS
207	COMPUTER ACCESSORIES AND SUPPLIES
208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
209	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
210	CONCRETE AND METAL CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
220	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
225	COOLERS, DRINKING WATER (WATER FOUNTAINS)
232	CRAFTS, GENERAL
233	CRAFTS, SPECIALIZED
240	CUTLERY, DISHES, FLATWARE, GLASSWARE TRAYS, UTENSILS AND SUPPLIES
250	DATA PROCESSING CARDS AND PAPER
255	DECALS AND STAMPS
260	DENTAL EQUIPMENT AND SUPPLIES
265	DRAPERIES, CURTAINS AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
269	DRUGS AND PHARMACEUTICALS
271	DRUGS, PHARMACEUTICALS AND SETS (FOR LARGE VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION AND TUBE FEEDING)
280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
287	ELECTRONIC COMPONENTS, REPLACEMENT PARTS AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING OR ANALYZING - SEE 730)
295	ELEVATORS AND ESCALATORS, BUILDING TYPE
305	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS AND SUPPLIES
310	ENVELOPES, PLAIN OR PRINTED
315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS AND RELATED AGENTS
318	FARE COLLECTION EQUIPMENT AND SUPPLIES
320	FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES
325	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
330	FENCING
335	FERTILIZERS AND SOIL CONDITIONERS
340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
350	FLAGS, FLAG POLES, BANNERS AND ACCESSORIES

NIGP Class Item Report

Class	Description
360	FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
365	FLOOR MAINTENANCE MACHINES, PARTS AND ACCESSORIES
375	FOODS: BAKERY PRODUCTS (FRESH)
380	FOODS: DAIRY PRODUCTS (FRESH)
385	FOODS: FROZEN
390	FOODS: PERISHABLE
393	FOODS: STAPLE GROCERY AND GROCERS' MISCELLANEOUS ITEMS
395	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS SNAP-OUT FORMS AND FOLDERS FOR FORMS
400	FOUNDRY CASTINGS, EQUIPMENT AND SUPPLIES
405	FUEL, OIL, GREASE AND LUBRICANTS
410	FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
415	FURNITURE: LABORATORY
420	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
425	FURNITURE: OFFICE
430	GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL AND WELDING
435	GERMICIDES, CLEANERS AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
440	GLASS AND GLAZING SUPPLIES
445	HAND TOOLS (POWERED AND NON-POWERED) ACCESSORIES AND SUPPLIES
450	HARDWARE AND RELATED ITEMS
460	HOSE, ACCESSORIES AND SUPPLIES: INDUSTRIAL, COMMERCIAL AND GARDEN
465	HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS AND SUPPLIES
470	HOSPITAL EQUIPMENT AND SUPPLIES: MOBILITY, SPEECH IMPAIRED AND RESTRAINT ITEMS
475	HOSPITAL, SURGICAL AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
485	JANITORIAL SUPPLIES, GENERAL LINE
490	LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL AND PHYSICAL
493	LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
495	LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
500	LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS AND SUPPLIES - COMMERCIAL
505	LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES
510	LAUNDRY TEXTILES AND SUPPLIES
515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
520	LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES AND SUPPLIES
525	LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES AND SUPPLIES
530	LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
540	LUMBER AND RELATED PRODUCTS
545	MACHINERY AND HARDWARE, INDUSTRIAL

NIGP Class Item Report

Class	Description
550	MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
556	MASS TRANSPORTATION - TRANSIT BUS
557	MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES AND PARTS
558	MASS TRANSPORTATION - RAIL VEHICLES AND SYSTEMS
559	MASS TRANSPORTATION - RAIL VEHICLE PARTS AND ACCESSORIES
560	MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS
565	MATTRESS MANUFACTURING MACHINERY AND SUPPLIES
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING AND FABRICATED ITEMS
575	MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES AND SUPPLIES
578	MISCELLANEOUS PRODUCTS
580	MUSICAL INSTRUMENTS, ACCESSORIES AND SUPPLIES
590	NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
595	NURSERY STOCK, EQUIPMENT AND SUPPLIES
600	OFFICE MACHINES, EQUIPMENT AND ACCESSORIES
605	OFFICE MECHANICAL AIDS, SMALL MACHINES AND APPARATUSES
610	OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
615	OFFICE SUPPLIES, GENERAL
620	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
625	OPTICAL EQUIPMENT, ACCESSORIES AND SUPPLIES
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER AND RELATED PRODUCTS
635	PAINTING EQUIPMENT AND ACCESSORIES
640	PAPER AND PLASTIC PRODUCTS, DISPOSABLE
645	PAPER (FOR OFFICE AND PRINT SHOP USE)
650	PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT
652	PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
655	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM AND X-RAY)
658	PIPE AND TUBING
659	PIPE FITTINGS
660	PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES
665	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES AND SUPPLIES
670	PLUMBING EQUIPMENT, FIXTURES AND SUPPLIES
675	POISONS: AGRICULTURAL AND INDUSTRIAL
680	POLICE EQUIPMENT AND SUPPLIES
690	POWER GENERATION EQUIPMENT, ACCESSORIES AND SUPPLIES
700	PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)
710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
715	PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES OR PRODUCTION)
720	PUMPING EQUIPMENT AND ACCESSORIES
725	RADIO COMMUNICATION, TELEPHONE AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES AND SUPPLIES

NIGP Class Item Report

Class	Description
730	RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
735	RAGS, SHOP TOWELS AND WIPING CLOTHS
740	REFRIGERATION EQUIPMENT AND ACCESSORIES
745	ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
750	ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
755	ROAD AND HIGHWAY EQUIPMENT AND PARTS: ASPHALT AND CONCRETE HANDLING AND PROCESSING
760	ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
765	ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRETE AND EARTH HANDLING EQUIPMENT IN CLASSES 755 AND 760)
770	ROOFING
775	SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
780	SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
785	SCHOOL EQUIPMENT AND SUPPLIES
790	SEED, SOD, SOIL AND INOCULANTS
795	SEWING ROOM AND TEXTILE MACHINERY AND ACCESSORIES
800	SHOES AND BOOTS
801	SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT AND RELATED SUPPLIES
803	SOUND SYSTEMS, COMPONENTS AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
805	SPORTING AND ATHLETIC GOODS
810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT AND PAINT)
815	STEAM AND HOT WATER FITTINGS, ACCESSORIES AND SUPPLIES
820	STEAM AND HOT WATER BOILERS, STEAM HEATING AND POWER PLANT EQUIPMENT
830	TANKS (METAL, WOOD AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY AND UNDERGROUND TYPES
832	TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND OR VIDEO)
840	TELEVISION EQUIPMENT AND ACCESSORIES
845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
850	TEXTILES, FIBERS, HOUSEHOLD LINENS AND PIECE GOODS
855	THEATRICAL EQUIPMENT AND SUPPLIES
860	TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
863	TIRES AND TUBES
865	TWINE
870	VENETIAN BLINDS, AWNINGS AND SHADES
875	VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
880	VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS - SEE CLASS 285)
885	WATER AND WASTEWATER TREATING CHEMICALS
890	WATER SUPPLY AND SEWAGE TREATMENT EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER OR LABORATORY REAGENT WATER)

NIGP Class Item Report

Class	Description
895	WELDING EQUIPMENT AND SUPPLIES
898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
905	AIRCRAFT OPERATIONS SERVICES
906	ARCHITECT AND OTHER PROFESSIONAL DESIGN SERVICES (FOR CONSTRUCTION COVERAGE, SEE PUBLIC WORKS, CLASS 968)
908	BOOKBINDING, REBINDING AND REPAIRING
909	BUILDING CONSTRUCTION SERVICES - EQUIPMENT, FURNISHINGS, AND WORK COVERED BY BUILDING CONSTRUCTION CONTRACTS ONLY
910	BUILDING MAINTENANCE AND REPAIR SERVICES
915	COMMUNICATIONS AND MEDIA RELATED SERVICES
918	CONSULTING SERVICES
920	DATA PROCESSING SERVICES AND SOFTWARE
924	EDUCATIONAL SERVICES
925	ENGINEERING SERVICES, PROFESSIONAL
928	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
929	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - AGRICULTURAL, HEAVY INDUSTRIAL EQUIPMENT AND MARINE EQUIPMENT
931	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS AND SEWING EQUIPMENT
934	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - LAUNDRY, LAWN, PAINTING, PLUMBING AND SPRAYING EQUIPMENT
936	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - GENERAL EQUIPMENT
938	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - HOSPITAL, LABORATORY AND TESTING EQUIPMENT
939	EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC AND RADIO/TELEVISION EQUIPMENT
940	EQUIPMENT MAINTENANCE, REPAIR AND CONSTRUCTION SERVICES - RAILROAD
946	FINANCIAL SERVICES
948	HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
952	HUMAN SERVICES
953	INSURANCE, ALL TYPES
954	LAUNDRY AND DRY CLEANING SERVICES
956	LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, REBINDING AND REPAIRING)
959	MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR; RELATED MARINE SERVICES
961	MISCELLANEOUS PROFESSIONAL SERVICES
962	MISCELLANEOUS SERVICES
964	PERSONNEL, TEMPORARY (EMPLOYMENT AGENCY SERVICES)
965	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING AND PREPARATION OF MATS, NEGATIVES AND PLATES
966	PRINTING AND RELATED SERVICES
968	PUBLIC WORKS, CONSTRUCTION AND RELATED SERVICES

NIGP Class Item Report

Class	Description
971	REAL PROPERTY RENTAL OR LEASE
975	RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, HEAVY EQUIPMENT AND MARINE EQUIPMENT
977	RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING AND WINDOW AND FLOOR COVERINGS
979	RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES AND TESTING EQUIPMENT
981	RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
983	RENTAL OR LEASE SERVICES OF EQUIPMENT - JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING AND TEXTILE EQUIPMENT
984	RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING AND WORD PROCESSING EQUIPMENT
985	RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
988	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
990	SECURITY, FIRE, SAFETY AND EMERGENCY SERVICES
998	SALE OF SURPLUS & OBSOLETE ITEMS

CONSTRUCTION COMMODITY CLASS

COMMODITY CLASS: 099

SUB CLASS ()	DETAILED CLASS ()	DETAILED CLASS DESCRIPTION
___ 01	GENERAL CONSTRUCTION	___01 CARPENTRY, MASONRY, DRY WALL, WINDOWS, ___02 PAINTING ___03 ROOFING ___04 CHIMNEY REPAIR ___05 HOUSING REHABILITATION - WEATHERIZING ___06 EXCAVATION, BACK FILLING ___07 CEMENT TRADES - FOOTING, FOUNDATION, WALKS, DRIVEWAYS ___08 SHEET METAL WORK ___09 DEMOLITION: SALE/RAZING ___10 FENCING INSTALLATION ___11 MISC. CONSTRUCTION SERVICES, WATER WELL DRILLING, ___12 ASBESTOS REMOVAL ___13 ROAD REPAIR ___14 WATER MAIN LAYING ___15 WATER MAIN CLEANING AND LINING ___16 SEWER ; SANITARY, STORMWATER, COMBINATION - REPAIR, INSTALLATION
<p>VENDORS WANTING TO BE REGISTERED UNDER GENERAL CONSTRUCTION MUST PLACE A CHECK MARK IN THE ___ AREA TO THE LEFT OF "01 GENERAL CONSTRUCTION". CONTINUE TO CHECK ALL TRADES UNDER GENERAL CONSTRUCTION THE COMPANY PERFORMS.</p>		
___ 03	ELECTRICAL	___01 FIRE PROTECTION EQUIPMENT INSTALLATION [FIRE DETECTION, ALARM SYSTEM INSTALLATION]
CHECK FIRE PROTECTION EQUIPMENT INSTALLATION IF APPLICABLE.		
___ 05	PLUMBING	___01 FIRE PROTECTION EQUIPMENT INSTALLATION [SPRINKLER SYSTEMS INSTALLED, PIPE FITTING, ETC.]
CHECK FIRE PROTECTION EQUIPMENT INSTALLATION IF APPLICABLE.		
___ 07	HEATING, VENTILATING, AIR CONDITIONING	___01 BOILER, STEAM POWER PLANT
CHECK BOILER, STEAM POWER PLANT IF APPLICABLE.		
___ 09	ELEVATOR	
___ 11	LANDSCAPE WORK	___01 TREE SERVICE: PRUNE, TRIM, FERTILIZE, PLANT , GRASSCUTTING
CHECK TREE SERVICE: PRUNE, TRIM, FERTILIZE, PLANT , GRASSCUTTING IF APPLICABLE.		
___ 13	TRAFFIC SIGNAL INSTALLATION	

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).
However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number								
			+					
or								
Employer identification number								
	+							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments **after** December 31, 2001 (29% **after** December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Exempt from backup withholding. If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Note: If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN or:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN or:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

